

## CHAPTER 4

# REVIEW AND CORRECTION

### Introduction

#### 4.1 The Four Review and Correction Options

The StEPS Review and Correction system allows you to view data and make additions, corrections, and deletions to respondent data for your survey. Updates are performed in a real-time environment, meaning that the updates are applied and stored immediately.

Review and Correction offers four options:

1. Review and Correction via selection set
2. Review and Correction via data set browse
3. Review and Correction via searches
4. Review and Correction via data analysis

Option 1 enables you to review all the data gathered in a survey period, or to create subsets of this data (for example, all questionnaire IDs from a given state, all IDs for a given SIC). Because this option provides access to the full range of detail review and correction screens, the screen that is displayed when you select Option 1 is called the Review and Correction Main Menu. The GOTO option on this screen allows you to update control information, view historical data and audit trails, change status of an ID and set up centralized mailing addresses. These sections are explained in User Manual sections 4.2 through 4.16.

Options 2, 3, and 4 use SAS analysis tools combined with StEPS-developed capabilities to examine survey data in detail and correct data in the data set. These options allow you to search for cases meeting certain criteria and view the contents of files.

Option 4 uses the SAS INSIGHT program to allow you to produce graphs based on the data analysis.